

FISCAL ASSISTANT II

GRADE: 14

FLSA: NON-EXEMPT

CHARACTERISTICS OF CLASS:

The Fiscal Assistant II performs high-level clerical tasks and is responsible for intermediate-level administrative work related to coordinating all complex aspects of the assigned functional area (i.e., accounts payable, accounts receivable, or payroll). The position is assigned responsibility for coordinating technical support to financial processing services; final results have meaningful impact on City employees and customers. The work requires time-management, attention to detail, and ability to meet deadlines while seeking and supplying information on fiscal-related matters. The position requires light physical demands with good working conditions involving some stress when meeting deadlines and administrative demands. Work is carried out in compliance with general instructions, established standardized practices and procedures and subject to general supervisory review.

EXPECTATIONS OF ALL CITY EMPLOYEES:

- Learn and demonstrate an understanding of City, department, division and team goals.
- Serve and meet the needs of customers during routine or emergency situations.
- Ability and willingness to work as part of a team, to demonstrate team skills and to perform a fair share of team responsibilities.
- Ability to assess his/her work performance or the work performance of the team. Plan and organize his/her work, time and resources.
- Contribute to the development of others, the working unit and overall organization.
- Produce desired work outcomes including quality, quantity and timeliness.
- Communicate effectively with peers, supervisors, subordinates and people to whom service is provided.
- Understand and value differences and value input from others.
- Consistently report to work on time and complete work assignments on schedule.
- Consistently display a positive behavior with regard to work, willingly accept constructive criticism and be respectful of others.

EXAMPLES OF DUTIES:

Employees are typically assigned primary duties in one of the following three functional areas and secondary duties in the other functional areas.

Accounts Payable:

- Processes invoices, purchase orders, and codes and enters information into the online accounting system for weekly check production.
- Collects data, prepares and maintains information for purchase agreements, check requests, and invoices.
- Collects and enters vendor payment information into automated accounting system.
- Balances and reconciles monthly invoice statements.
- Balances vendor payments with City inventories.
- Ensures check disbursements are made in a timely manner.
- Ensures accuracy of vendor checks disbursed.
- Prepares monthly quarterly and annual reports, including Form 1099.
- Audits employee Purchase Card (P-Card).
- Trains City employees in electronic check generator processes.
- Tracks City travel advances and receipts, ensuring compliance with applicable regulations.
- Gathers source material for preparation of reports and memorandums.
- Reviews and edits reports for discrepancies concerning payables processing.
- Performs typing and filing, utilizing word processing and data processing equipment.
- Coordinates fiscal year end audit requests.
- Reconciles weekly activity to the check register.
- Identifies, resolves, and reports potential problems to the Financial Accounting Manager.
- Drafts accounts payable procedures for Financial Accounting Manager approval.
- Drafts written responses to inquiries or concerns dealing with accounts payable.
- Provides input for performance evaluations of the Fiscal Assistant I.

Billing and Accounts Receivable:

- Oversees the calculation, posting, printing, review and distribution of monthly and final utility billings.
- Ensures utility billing is completed in a timely and efficient manner.
- Resolves citizens' utility complaints and other related service requests through personal, phone or written contacts.
- Researches and responds to attorneys' or bank officials' requests for information on the utility payment status of individual clients.
- Establishes new accounts for utility billing and special assessments and updates database of meter records.
- Oversees meter readings and utility data processing for accuracy and researches inconsistencies.
- Reviews and researches delinquent accounts and prepares termination orders.
- Track monthly activities and provide reconciliation of monthly activity to Accountants. \
- Generates and prints utility bills and dunning notices.
- Makes appropriate financial adjustments to correct billings if needed.

- Updates inactive accounts and property transfers.
- Reviews special assessment records and prepares yearly billing.
- Reviews and researches tax records, land plats and capital improvement project files.
- Researches special issues.
- Prepares correspondence to citizens and clients.
- Requests the printing of related computer reports.
- Performs other revenue-related duties and special projects as needed.
- Provides input for performance evaluations of the Fiscal Assistant I.

Payroll:

- Coordinates preparation of monthly, quarterly and annual reports.
- Prepares W-2's for calendar year-end issuance.
- Prepares Federal Form 941 and State unemployment reports.
- Ensures accuracy of figures and all payroll computations.
- Reconciles discrepancies arriving within the City's payroll division.
- Verifies accuracy of system generated payroll output.
- Draft payroll procedures for Financial Accounting Manager approval.
- Coordinates the processing of all incoming tax levies, wage garnishments, and court ordered deductions.
- Implements changes concerning taxes, pensions, or any other federal or state regulations affecting payroll processing.
- Draft written responses to inquiries dealing with payroll.
- Processes open enrollment forms.
- Processes final payments for terminated employees.
- Reconciles benefits expenses and employee withholdings.
- Identifies, resolves, and reports potential problems to the Financial Accounting Manager.
- Performs typing and filing tasks, utilizing word processing and data processing equipment.
- Provides input for performance evaluations of the Fiscal Assistant I.

QUALIFICATIONS:

Required Training and Experience:

Graduation from an accredited college with an Associate's Degree (or two years of college credits), including a minimum of 12 accounting or business related college credits. Two years of experience in a field related to accounts payable, accounts receivable, or payroll.

Preferred Knowledge, Skills and Abilities:

- Considerable knowledge of policies, procedures, requirements, and applicable regulations related to accounts payable, accounts receivable, and/or payroll functions of the City.

- Ability to research and resolve problems related to primary area of assignment.
- Ability to make rapid and accurate calculations.
- Ability to perform duties without close supervision.
- Ability to establish and maintain effective working relationships with co-workers, employees, vendors, and the public.
- Ability to research and resolve processing problems.
- Ability to prioritize and efficiently manage workload.
- Ability to handle special assignments and perform other duties as assigned.
- Ability to operate office business and financial systems, software, and hardware (e.g., Excel, Word).
- Ability to train employees.